

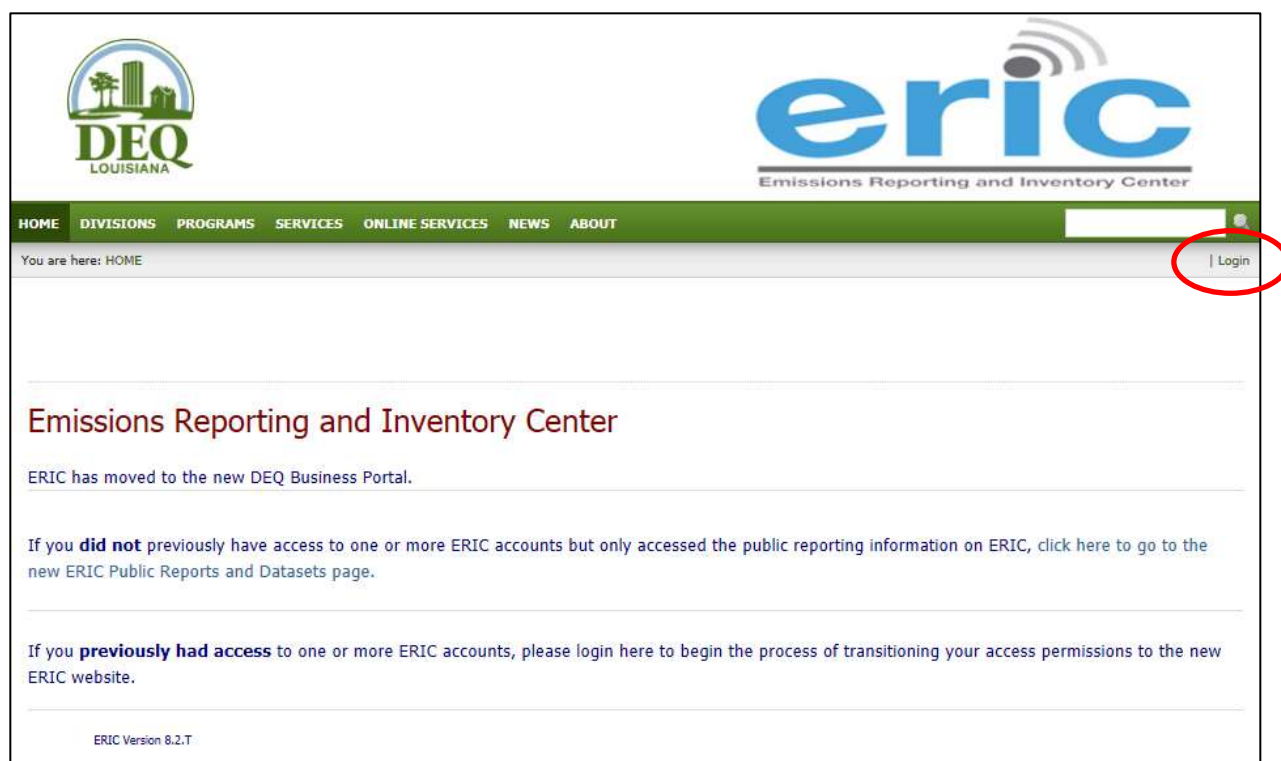
## 2.9 Transferring ERIC Privileges to the New LDEQ Business Web Portal

As of October 2013, the ERIC application was transferred to LDEQ's new Business Web Portal. Existing ERIC users (those with accounts established prior to the transfer) can easily transfer their ERIC privileges (account access and user roles) to the new business web portal as follows:

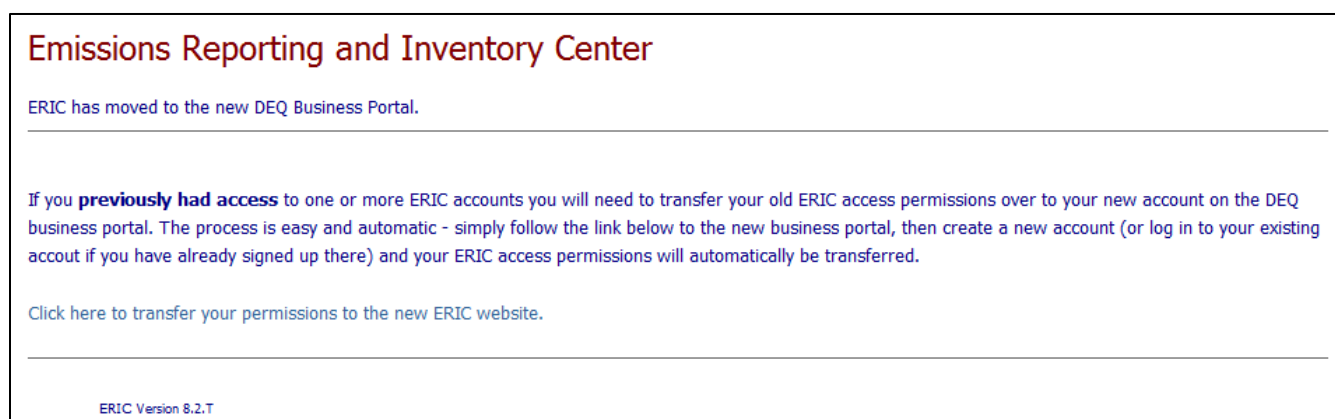
1. Open the LDEQ Web Portal as you have done in the past at <http://www.deq.louisiana.gov/eric>.
2. Instead of following the old link to ERIC, the homepage now has two buttons - one blue and one green. Because you already have an account and want to transfer your ERIC privileges, click on the "green" ERIC button.



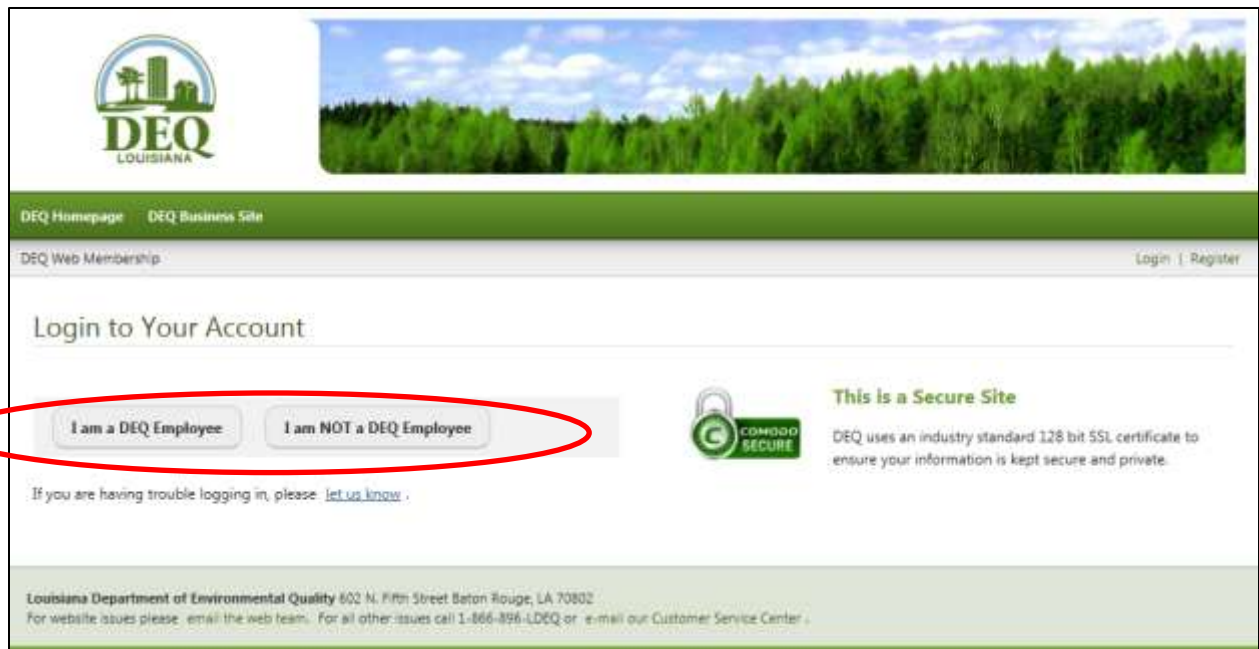
3. From that page, use the Login link to log in to the web portal using your existing ERIC credentials:



4. If you have ERIC permissions that can be transferred to the new Business Portal, you will see this page:



5. Follow the link on the page above to transfer to the Business Web Portal where you must either log in using an existing account (if you have already have an account on the Business Web Portal), or create a new account:



6. First, you will need to click the “I am NOT a DEQ Employee” button.
  - a. IF YOU ALREADY HAVE A BUSINESS WEB PORTAL ACCOUNT TO MAKE PAYMENTS AND OTHER ONLINE BUSINESS WITH LDEQ, on the next screen, enter your Business Portal user id and password and NOT your old ERIC user id and password! This will merge your ERIC permissions with your other LDEQ online access permissions.
  - b. IF YOU DO NOT ALREADY HAVE A BUSINESS WEB PORTAL ACCOUNT TO MAKE PAYMENTS AND OTHER ONLINE BUSINESS WITH LDEQ, and you will need to click the **“Create One Now!”** link and follow the instructions to create your new account there. Once you create this new Business Portal Account, your ERIC privileges will be attached to it. Please refer to Section 2.2 for more details on creating a new Business Web Portal account.

7. Once you have completed this process (logging in with an existing or new account) you will be directed to the new ERIC home page with your account access privileges intact. At this point you will no longer need to log in to the old ERIC web portal – when you go to the ERIC home page you will follow the “blue” traditional ERIC link which will now automatically take you to the Business Web Portal:



The screenshot displays the DEQ Louisiana ERIC website. The header includes the DEQ Louisiana logo and the ERIC Emissions Reporting and Inventory Center logo. A navigation bar contains links for HOME, DIVISIONS, PROGRAMS, SERVICES, ONLINE SERVICES, NEWS, and ABOUT. Below the navigation bar, a breadcrumb trail reads: DIVISIONS • Air Permits, Engineering and Planning • Emissions Inventory Homepage. A search bar is located on the right side of the header.

The main content area is titled "ERIC and DEQ's Emission Inventory Operations". It features a large announcement: "ERIC is temporarily offline while we make the conversion to a new server!". Below this, there is a section for "ERIC Account Transitions" which explains the migration process and provides instructions for existing and new users. Two buttons are shown: a green "eric" button and a blue "eric" button. The blue button is circled in red, indicating it is the traditional link to the Business Web Portal.

On the left side, there is a list of "ERIC Resources" with their respective update dates:

- ERIC User Manual (Version 2.2) - Updated 10/1/2013
- Reporting Year 2013 Guidance - Updated 10/1/2013
- Prior Year Reporting Resources - Updated 10/1/2013
- SCCs requiring Heat Content - Updated 2/10/2011
- ERIC Staff Assignments - 09/11/2013
- List of VOC & Non-VOC TAPs - Updated 4/19/2011
- Valid NAICS codes - Updated 1/7/2013
- To Access Public Reports and Datasets, you must click on the Green ERIC Button on this page!

8. After you have completed this process, attempting to log in to the old ERIC web portal will give you the following page:

## Emissions Reporting and Inventory Center

ERIC has moved to the new DEQ Business Portal.

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It appears that your account has already been transitioned to the new business portal. You no longer need to log in to this website to access ERIC simply follow the main ERIC link on the previous page, or use the link below.

[Click here to go to the new ERIC website.](#)

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ERIC Version 8.2.T

